

LEXINGTON COUNTY SCHOOL DISTRICT THREE
Job Description

Title: Special Education Instructional Assistant/ One-on-One Assistant

Qualifications:

The instructional assistant must have at least a high school diploma and a passing score on the Para Pro Exam, or completed 60 hours of college credit, or earned an Associate's degree.

Duties and Responsibilities:

1. Checks agendas and assists with writing homework assignments.
2. Assists teacher with the collection of lunch money and lunch counts.
3. Assists teacher with taking daily attendance.
4. Assists teacher with collecting signed papers, excuses for absences, and transportation changes.
5. Leads students to and from related art classes.
6. Runs needed copies, obtains correct materials, laminates, and prepares for daily activities.
7. Supervises students during recess.
8. Assists in maintaining appropriate student behavior.
9. Assists students in the lunchroom.
10. Assists teacher with maintaining a clean, neat, orderly classroom that is conducive to learning and Instruction.
11. Assists students in small groups or individually as directed by teacher.
12. Transports students to and from cars or buses.
13. Assists with student testing.
14. Performs other assigned duties as designated by the principal.
15. Assists teacher in the instruction of daily living routines such as personal hygiene, toileting, dressing, self-feeding, drinking, etc.
16. Assists with physical health programs for students which include such activities as physical therapy, assisting students with exercise, stretching, walking, etc
17. Assists students with physical tasks such as putting on and taking off outerwear, moving from room to room, eating, getting on and off school buses
18. Assist with placing students in and out of special needs equipment.
- 19 Assist students with toiletry needs and diaper changing.
20. May be required to be certified in CPR and AED (Automated External Defibrillator). Training will be provided by the district.
21. Ensure safety of students in the classroom.
22. Is aware of students' IEPs and individual accommodations.
23. Maintains confidentiality of personally identifiable data on students.
24. Completes any required daily documentation.

Essential Functions:

In addition to the physical and mental capabilities implied by the responsibilities detailed above, the essential functions of a Special Education Instructional Assistant/1:1 Assistant include: reading, writing, hearing, and speaking effectively, walking, standing, bending and lifting/moving items up to 25 pounds.

The job of a Special Education Instructional Assistant/1:1 Assistant involves adapting to a changing educational environment and therefore, while accurate, is not exhaustive.

Period of Employment: 190 days

Immediate Supervisor: Building Principal